

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 40-1
MARCH 29, 2004***

Planning

ANNUAL OPERATING PLANS

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OPR: CFO1 (L. Mervilde)

Certified by: CFO/CAO (I. T. David)

Type of Issuance: Initial

SUMMARY OF REVISIONS:

1. Annual Operating Plans (AOPs) are agreements between management and subsidiary organizations that form the basis for managing and evaluating program performance throughout the fiscal year. These plans identify the specific actions required to achieve the goals and cross-cutting priorities of the National Oceanic and Atmospheric Administration (NOAA) and subsidiary strategic plans, and the performance measure targets outlined in the Department of Commerce (DOC) Annual Performance Plan. The purpose of this directive is to provide a framework for the development and implementation of AOPs in the National Weather Service (NWS).
2. This policy establishes the following authorities and responsibilities:
 - 2.1 Each NWS Financial Management Center (FMC) is responsible for the development of a FMC AOP. The FMC AOPs represent an agreement or contract between the FMCs and the NWS Assistant Administrator (AA). The NWS is responsible for the development of an overall NWS AOP. The NWS AOP summarizes the FMC AOPs and represents the overarching NWS Plan.
 - 2.2 The Office of the Chief Financial/Chief Administrative Officer (CFO/CAO) Budget Formulation Division (CFO1) prepares the NWS AOP. CFO1 will:
 - a. Prepare, develop, and distribute guidance to the FMCs.
 - b. Select high-level milestones with NWS-wide significance to include in the NWS AOP (including FMC AOP milestones).
 - c. Coordinate reviews of the NWS AOP in accordance with NOAA guidance

- d. Finalize the NWS AOP, after review with the NWS Corporate Board, and send it to the NWS AA for review/approval.
 - e. Monitor the accomplishment/execution of the NWS AOP and FMC AOPs.
- 2.3 FMC Directors are responsible for the preparation and development of the FMC AOPs. FMC Directors will:
- a. Prepare and provide the FMC AOP and supplemental information to CFO1 in accordance with guidance provided by the CFO1.
 - b. Discuss and incorporate necessary revisions into the FMC AOP and submit to CFO1.
 - c. Present the FMC AOP to the NWS AA for approval/signature.
 - d. Implement the FMC AOPs.
3. Progress toward the accomplishment of performance measures and milestones is monitored and reported through the Quarterly NWS Performance Measure and Milestone Status Reporting Process, managed by CFO1.
4. The NWS Strategic Planning and Policy Office, in coordination with CFO1, is responsible for a public version of the NWS AOP.
5. This policy directive is supported by the references listed in Attachment 1.

<u>Signed by</u>	<u>March 15, 2004</u>
David L. Johnson	Date
Assistant Administrator	
for Weather Services	

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Procedural Directives

NWSI 40-101, *Procedures for Developing Annual Operating Plans*

References

NOAA Strategic Plan

NWS Strategic Plan

Government Performance and Results Act of 1993

NWS/CFO/CAO Annual Operating Plan Guidance Memo, October 2, 2002 (and subsequent updates)